

## 2018 COURSES FOR EEO PROFESSIONALS

### GENERAL INFORMATION

The Massachusetts Commission Against Discrimination (MCAD) offers training courses for individuals who provide, or who want to provide, Employment Discrimination Prevention trainings; conduct internal discrimination complaint investigations; or respond to accommodation requests. These courses are designed for the following audiences:

- Human Resources Managers, EEO Officers, Training Directors
- Employment Attorneys, Trainers, Diversity Professionals who investigate internal discrimination complaints, and consult on accommodation requests.

### COURSE DESCRIPTIONS

#### ➤ **Train-the-Trainer: Preventing Workplace Discrimination & Harassment**

This course prepares participants to deliver thorough, accurate, interactive training to prevent discrimination and harassment in hiring, benefits, performance management, promotion, termination and other aspects of employment. In addition, participants learn the essential skills of training related to disability and religious accommodation. The course includes model training segments for supervisors and staff, and a practicum where students receive feedback from seasoned discrimination prevention trainers.

Dates: 2/6, 2/7, 2/27, 2/28 and 3/1 (Snow days: 2/8 & 3/2)

#### ➤ **Conducting Internal Discrimination Complaint Investigations**

This hands-on training explores employers' responsibilities to conduct internal discrimination complaint investigations; presents effective methods for conducting a comprehensive investigation; and gives participants the opportunity to practice investigation skills using realistic case scenarios.

Dates: 4/3\*, 4/4 and 4/5 (Snow day: 4/6)

#### ➤ **Responding to Accommodation Requests**

This hands-on training explores employers' responsibility to provide disability and religious accommodations at every stage of the employment relationship. It presents effective methods for considering and implementing accommodation requests; and gives participants the opportunity to practice their skills using realistic case scenarios.

Dates: 4/3\*, 4/24, 4/25 and 4/26

\* Practicing employment lawyers and Train-the-Trainer enrollees are excused from the 4/3 training day "Intro to Employment Law"

### MCAD REFERRAL LIST

Completion of a MCAD course allows individuals to be placed on a MCAD referral list for employers seeking a discrimination prevention trainer, internal investigator, or consultant for accommodation requests.

### Pricing

Train-the-Trainer.....\$1,195

Conducting Internal  
Investigations.....\$495

Responding to Accommodation  
Requests.....\$695

Combo Offer (Save 16%)

All Three Courses.....\$1,995

[Click here to Register](#)

Registration is accepted on a first come, first served basis. Payment is required to confirm registration. Courses fill by December 1st.

### Questions?

Contact the MCAD Training Unit **(617) 994-6072** | email us at [training.assistant@state.ma.us](mailto:training.assistant@state.ma.us)